

Hall C Collaboration Meeting January 2023

BUSINESS MEETING : BYLAWS

January 12-13, 2023

Hall C bylaws

- Revisions of the (very old) document
- What is new
- Adopting a Hall C specific code of conduct?
- Discussions

Hall C user's group bylaws

Where to find the full document:

- Not a collaboration, an "organization" of users
- Who are the users:
« those who will construct, maintain and use the detectors, acquisition system and software, those who will integrate these subsystems into working, and well-understood spectrometer systems, conduct shift operations, perform data analysis and carry out scientific programs of the highest possible merit. It also includes the development of future scientific instruments and physics programs to be used in Hall C »

If you find that anything is missing, it is time to discuss it or you can send an email later!

- Membership: see dedicated presentation
- Institution representatives: one or more representent for each institution
- Elected User Board committee, currently:

Marie Boër, Bill Henry (secretary), Tanja Horn (chair), Stephen Kay, Pete Markowitz, Arun Tadepalli

Hall C user's group bylaws

- Meetings and voting

- Every user has one vote
- Simple majority rule, with a quorum of 12 members or 15% of the membership
- Votes at meeting (general or special meetings) or email poll, as needed
- If needs a meeting: 2 weeks notice minimum, can be called by at least 8 members (or 10%)

Hall C user's group bylaws

- **Management**

User Board:

- 6 elected members, consult users and make recommendation to lab's management (operations, physics, manpower, technical conflicts, membership)
- Elected for 3 years (2 per year) by all users (simple majority vote)
- 1 chair, 1 secretary, 4 other members
- Regulations: simple majority vote with quorum of 4, chair has a second vote if equality

Working groups:

- Formed by the user board if needed or at user's request
- Chair elected for each working group, any user is eligible to membership
- See dedicated presentation

What is new ?

- Mostly revisions of the old language
- Membership, quorum numbers
- Inclusion of all Hall C subsystems (not only 1 spectrometer)
- Having one representent for each institution instead of all users being point of contact (one extra representent is possible)

Adopting a code of conduct?

- Working at JLab: All staff and users have to respect and adhere to the community standards and code of conduct

https://www.jlab.org/div_dept/train/JSAJLab%20Community%20Standards/Community_Standards_2019.pdf

- Non respect of these standards may cause **removal from Hall C user's organization** and being subject to sanctions decided by JLab management
- Breach of standards can be reported following the JLab Employee Concerns Program for Users, to:

[https://wiki.jlab.org/cugwiki/index.php/JLab_Employee_Concerns_Program_\(ECP\)_for_Users](https://wiki.jlab.org/cugwiki/index.php/JLab_Employee_Concerns_Program_(ECP)_for_Users)

- Supervisor, Mentor, Sponsor
- Department Head or Associate Director
- JLab HR or User Liaison Office
- Hotline: +1-888-296-8301 or <http://www.jsaecp.ethicspoint.com> (can be anonymous)
- **Any member of the Hall C user board**

* in red: specific parts of the bylaws

Some of the language in the linked document, more information and links for staff in particular can be found on (password protected): <https://secure.ethicspoint.com/domain/media/en/gui/22925/code.pdf>

1. Observe the Community Standards as set forth in this document and by his/her sponsor.
2. Conduct themselves in a manner, which is conducive to the efficient and proper operation of JSA.
3. Comply with a proper direction from the sponsor, Hall Leader, or other appropriate personnel. Proper direction does not require a person to do anything knowingly illegal or unethical that would endanger the environment, the safety or health of the individual or others or the environment.
4. Refrain from any disorderly conduct, illegal activities or disruptive behavior.
5. Exercise courtesy and tact in dealing with fellow others on the Lab campus.
6. Conserve, properly and cost-effectively use resources, protect property, equipment, and materials.
7. Comply with all JSA environmental, health, and safety regulations.
8. Exercise watchfulness in the performance of duties to eliminate potential hazards and protect him/herself and others

(this slide and next one: just copy-paste of some parts)

While not all inclusive, the following are examples of improper behavior and prohibited conduct:

1. Discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, disability, or Vietnam-era or disabled veteran status.
2. Disruptive behavior in the workplace.
3. Harassment in any form including sexual harassment, bullying, or intimidation.
4. Obscene or abusive language and/or offensive verbal comments.
5. Threatening, coercing, or stalking persons.
6. Threats or acts of physical violence or assault.
7. Inappropriate physical contact.
8. Failure to comply with established policies, procedures or practices.
9. Violating environmental, health, or safety rules.
10. Reporting to work when under the influence of, or when ability is impaired by alcohol.
11. Unauthorized use of alcohol on JSA/JLab premises.
12. The unlawful use, possession, or sale of a controlled substance.
13. Unauthorized possession or use of firearms, dangerous weapons, or explosives.
14. Willfully or negligently damaging or defacing JSA, other organizations', or persons' property.
15. Inappropriate use of computer resources.
16. Theft or unauthorized removal of JSA, other organizations', or persons' property.
17. Distribution of materials related to a political issue or the campaign of a candidate.
18. Unauthorized solicitation.
19. Gambling on premises.

Adopting a code of conduct for Hall C?

Why and why not?

- The goal is not to establish restrictions or punishments that would impede our work. On contrary it is to **ensure and remind ourselves that we are here to do physics**, and ensure that all users are able to collaborate, feel safe and welcomed, perform their tasks and work at their full potential
- **JLab rules are to be respected in any case**, such as law in US and VA is also "above us": one can adopt more restrictive or more specific rules for a dedicated Hall C code of conduct
- It is a particular work environment compared to a regular US company. Our struggles and needs may drastically differ for that reason.
For instance: a lot of international staff and users, many foreign institutions and persons not present or not often coming to the US or JLab, many institutions far away in the US and not only JLab employees or local universities "on-site", people at different stages of their career and life, short and long term students or postdocs...
- Ensuring fair and professional relations among users contributes to the success of the experiments

Adopting a code of conduct for Hall C?

- Need ?
- How and who write it ?
- What specific language beyond JLab CoC, compliant with JLab rules and VA/US laws ?
- How and who enforce it ?

Open for discussion and need Hall C user's input

Discussions

- General bylaws and new language: request user's input
- Adopting or not a specific code of conduct beyond JLab's one
- Other general discussion about bylaws/CoC
- Any other input
- Summary